



## REMOVING INFORMATION FROM YOUR OMPF FACT SHEET



Even if certain forms of punishment, such as a letter of reprimand, make their way into your Official Military Personnel File (OMPF), it is still possible to have that information removed. Unfavorable information placed in this file can include several items, including, for example, letters of reprimand, censure or admonition and Article 15s.

### **Department of the Army Suitability Evaluation Board (DASEB)**

Army Regulation 600-37: Unfavorable Information describes the policies and procedures concerning information considered for filing in one's OMPF. Unfavorable information is any credible, derogatory information that may reflect on a Soldier's character, integrity, trustworthiness, or reliability and includes letters of reprimand and Article 15s. Chapter 7 of the regulation outlines the procedures to remove unfavorable information from your OMPF or move unfavorable information into the restricted section of the OMPF.

Appeals and petitions from Active Duty Soldiers and from U.S. Army Reserve Soldiers in Troop Program Units (TPU) are to be directed to the Department of the Army Suitability Evaluation Board (DASEB) in accordance with procedures outlined in Chapter 7. Army National Guard Soldiers not on Active duty will direct their appeals and petitions through their state Adjutant General and the Chief, National Guard Bureau, to the Department of the Army Suitability Evaluation Board (DASEB) in accordance with procedures outlined in Chapter 7. Any other Soldiers who are not in the previous categories should refer to Chapter 7 to find out where their appeal or petition should be directed.

The appeal process is administrative and non-adversarial in nature. You are not authorized to appear in person before the DASEB. Soldiers must submit their appeal or petition in writing and include relevant and substantive evidence. The burden of proof is on the individual to provide evidence of a clear and convincing nature that the document is untrue or unjust, in whole or in part, and alteration or removal is warranted. Additionally, the Soldier can request for the transfer of the same letters or Article 15 to their restricted fiche.

If, after exhausting your appeal to the DASEB, you still feel that there is an error or injustice in the information in your military file, you can apply to the Army Board for Correction of Military Records (ABCMR) on a DD Form 149 for removal of unfavorable information from your file or transfer from the performance section to the restricted section.

If you have any questions or would like assistance completing your appeal, please call the Fort Benning Legal Assistance Office at 706-545-3281/3282.



Office of the Staff Judge Advocate  
Legal Assistance Office  
6450 Way Avenue  
Fort Benning, Georgia 31905